



THE UNIVERSITY of
NEW ORLEANS

OFFICE OF PURCHASING

ADDENDUM #1

March 10, 2023

To: All Bidders

Reference: Bid Number: BSV2735 – Computer Printer and Copier Maintenance
Bid Opening Date: March 22, 2023 at 2:00 p.m.

The following attachments, inquiries and responses will become a part of the specifications of the above referenced Invitation for Bid.

Attachments	
1.	Attached is a copy of the current manufacturers, models, and quantities of each of the owned and loaned equipment. (ATTACHMENT "D" and ATTACHMENT "E").

Questions and Answers		
1.	Question: Would you please send the current manufacturers, models, and quantities of each of the devices listed below (ATTACHMENT "B").	Answer: See ATTACHMENT "D" and ATTACHMENT "E".
2.	Question: Will there be a pre-bid conference? If so when and where?	Answer: No.
3.	Question: Will all the loaner copiers and printers on the bid need to be replaced, if so by when?	Answer: Yes. A mutually agreeable date prior to the commencement date (July 1, 2023) will be agreed upon between the successful bidder and the University.
4.	Question: Will the awarded vendor be responsible for replacing the current loaner devices at no charge?	Answer: Yes
5.	Question: On equipment owned by the University, will the awarded vendor be responsible for upgrading antiquated printers/copiers, problematic equipment or even add additional equipment, when needed, at no charge to the University?	Answer: Yes
6.	Question A: Just to be clear, if the awarded vendor is responsible for replacing equipment or providing additional equipment for any reason, does this mean the University will not pay any	Answer A: The University is requesting loaner equipment with no charge for the service. Answer B: Yes



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	lease fees, rental fees, cost per page, or purchase the equipment? Question B: If so, everything (including equipment, on -site maintenance, service, support, user maintenance kits, parts labor, and travel) is all inclusive with the purchase of the cartridges?	
7.	Question: Will the awarded vendor be responsible for providing equipment, all support, service and maintenance (including parts, labor, and travel) on the start date of contract at no additional cost?	Answer: Yes.

All proposers should acknowledge receipt of this addendum with their proposal. Failure to do so may be cause for rejection of proposal without further consideration.

Susan Varble
Director of Purchasing

ACKNOWLEDGMENT OF ADDENDUM

(Proposer)

(Authorized Signature)

(Address)

(Printed or Typed)

ATTACHMENT "D"

UNO Owned Equipment

Single Function Black and White Printers

Printer	Qty
Brother HL1440 Laser Printer Count	1
Brother IntelliFax 5750E Laser Fax Machine Count	1
Brother MFC-7750MC Laser Printer Count	1
HP 1022N Laser Printer Count	1
HP 1320N Laser Printer Count	1
HP 2100 Laser Printer Count	1
HP 2300 Laser Printer Count	1
HP 2300N Laser Printer Count	1
HP 4250N Laser Printer Count	1
HP 4350N Laser Printer Count	1
HP 4L LaserJet Printer Count	1
HP 5 LaserJet Printer Count	1
HP 5si LaserJet Printer Count	1
HP 6P LaserJet Printer Count	1
HP 9040 Laser Printer, 2000 Sheet LOC Count	1
HP 9050 LaserJet Printer Count	1
HP LaserJet Enterprise 700 M712DN printer series Count	1
HP P2055DN Laser Printer Count	1
HP 8100N Laser Printer Count	2
HP 5000 LaserJet Printer Count	2
HP 1160 Laser Printer Count	3
HP 2200D Laser Printer Count	3
HP 8000 LaserJet Printer Count	3
HP LaserJet P3015 Printer Count	3
HP 1300 Laser Printer Count	4
HP 4 LaserJet Printer Count	4
HP 8150 Laser Printer Count	4
HP 1200 Laser Printer Count	5
HP 9000N Laser Printer Count	5
HP P3005N Laser Printer Count	5
HP 4100 Laser Printer Count	6
HP 4050 Laser Printer Count	9
HP 4200 Laser Printer Count	10
HP 1100 Laser Printer Count	11
HP 4000 Laser Printer Count	15
HP P2015 Laser Printer Count	21

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Single Function Color Printers

Printer	Qty
Brother HL4040CDN Color Laser Printer Count	1
Brother MFC-9420CN Color Laser Printer Count	1
Dell 3010CN Color Laser Printer Count	1
Dell 3100CN Color Laser Printer Count	1
Dell 3110CN Color Laser Printer Count	1
HP 1600 Color Laser Printer Count	1
HP 2550L Color Laser Printer Count	1
HP 2605 Color Laser Printer Count	1
HP 3700 Color Laser Printer Count	1
HP CP4025N Color Laser Printer Count	1
HP CP4525DN Color Laser Printer Count	1
HP LaserJet Pro 400 Series Color Printer M451nw Count	1
Lexmark C770N Color Laser Printer Count	1
Samsung CLP-315 Color Laser Printer Count	1
Samsung CLX-6210FX Color Laser Printer Count	1
Brother MFC-9840CDW Color Laser Printer Count	2
HP 2500 Color Laser Printer Count	2
HP 2600N Color Laser Printer Count	2
HP 2840 MFP Color Laser Printer Count	2
HP 4550 Color LaserJet Printer Count	2
HP 5500 Color Laser Printer Count	2
HP 8550 Color LaserJet Printer Count	2
Xerox Phaser 7400 Color Printer Count	2
HP 3600N Color Laser Printer Count	3
HP 4600 Color Laser Printer Count	3
HP 5550N Color Laser Printer Count	3
HP 3800N Color Laser Printer Count	4
HP 3000 Color Printer Count	5

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Multi Function/Copiers B&W Devices

Printer	Qty
Sharp AL-2030 Digital Copier Count	1
HP 3300 MFP Laser Printer Count	1
HP 3390 All-in-one Laser Printer Count	1
HP 3200 All-in-one Laser Printer Count	1

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Multi Function/ Copiers Color Devices

Printer	Qty
HP LaserJet Pro 400 Color MFP M475dn Count	1
HP CM2320NF MFP Color Laser Printer Count	2
Brother MFC-9125CN Digital Color All-in-One Printer Count	1

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Injet Printers

Printer	Qty
HP DesignJet Z5600 Ink Plotter Count	1
HP Officejet 6100E Inkjet Printer Count	1
HP Officejet 6310 All In One Inkjet Printer Count	1
HP Officejet Pro 7110 Color Inkjet Printer Count	1
HP Officejet R80xl Color Inkjet Printer Count	1
HP Photosmart 7550 Color Inkjet Printer Count	1
HP Photosmart C6180 Count	1
HP Business Inkjet 1200d Color Inkjet Printer Count	2
HP Deskjet 7310 Color Inkjet Printer Count	2
HP Officejet J6480 Color Inkjet Printer Count	2
HP Officejet Pro 8500 Color Inkjet Printer Count	2
HP Officejet Pro L7580 Color Inkjet Printer Count	5

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ATTACHMENT "E"

UNO Loaner Equipment

Single Function Black and White Printers

Printer	Qty
HP 2300N Laser Printer Count	1
HP 4200N Laser Printer Count	1
HP 4350N Laser Printer Count	1
HP LaserJet P3015 Printer Count	1
HP LaserJet Pro M402 Printer Count	1
HP P2055DN Laser Printer Count	1
HP P3005N Laser Printer Count	1
HP 4100 Laser Printer Count	2
HP 9050 LaserJet Printer Count	2
HP LaserJet Enterprise M806x Count	2
HP LaserJet Pro M402 Printer Count	2
HP 4300N Laser Printer Count	3
HP P4015N Laser Printer Count	3
HP LaserJet Pro 400 Series M401 Printer Count	9
HP 4250 Laser Printer Count	12
HP P2035 USB Laser Printer Count	12

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Multi Function/Copiers B&W Devices

Printer	Qty
HP Enterprise M725z MFP Laser Printer Count	1
HP 4345 MFP Laser Printer Count	2
HP LaserJet Pro M426 MFP Printer Count	2
Canon Imageclass MF4370DN MFP Laser Printer Count	3
HP LaserJet Enterprise Flow MFP M830 Count	3
Canon Imageclass MF4770N MFP Laser Printer Count	4
HP LaserJet Pro 400 Series M425dn MFP Printer Count	4
Canon Imageclass MF4450 MFP Laser Printer Count	5
HP M5035 MFP Laser Printer Count	5
HP 9050 MFP Laser Printer Count	6
Canon Imageclass MF216N Mono Laser All-in-One Printer Co	7
HP M3035 MFP Laser Printer Count	7
HP M4345 MFP Laser Printer Count	7
HP M9050 MFP Laser Printer Count	7
HP M4555 MFP Laser Printer Count	19
HP LaserJet Enterprise Flow MFP M630 Count	22

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Single Function Color Printers

Printer	Qty
HP 4700DN Color Laser Printer Count	1
HP Color LaserJet Enterprise CP5525dn Printer Count	1
HP CP2025N Color Laser Printer Count	2
HP CP3505N Color Laser Printer Count	1
HP LaserJet Enterprise M750dn Color Laser Count	1
HP 5550DN Color Laser Printer Count	2
HP Color LaserJet Pro M452 Printer Count	4
HP LaserJet Pro 400 Series Color Printer M451dn Count	5
HP Color LaserJet Enterprise MFP M680z Count	8

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Multi Function/ Copiers Color Devices

Printer	Qty
HP Color LaserJet Pro M277dw MFP Printer Count	1
HP Color LaserJet Enterprise 700 Series M775dn MFP Count	1
HP LaserJet Pro 200 Color Printer M276nw MFP Count	1
HP CM4540 MFP Color LaserJet Enterprise Printer Count	2
HP LaserJet Pro 300 Color MFP M375nw Count	2
HP LaserJet Pro 400 Color MFP M476nw Count	2
HP CM4730 ESK MFP Color Printer Count	3
HP Color LaserJet Enterprise flow M880z MFP Printer Count	3
HP CM4540fskm MFP Color LaserJet Enterprise Printer Count	4
HP Color LaserJet Pro MFP M377dw Count	4
HP Color LaserJet Pro M477 MFP Printer Count	15

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